

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-003
Final Filing Date:	August 20, 2008 or Until Filled

Position:	Salary:	Location:
Associate Governmental Program Analyst	\$4,400 - \$5,348	Office of Statewide Health Planning & Development Health Professions Education Foundation 400 R Street, Suite 330 Sacramento, CA 95811

The Health Professions Education Foundation (Foundation) awards scholarships and loan repayments to healthcare professionals to practice in medically underserved areas and is recruiting for a dynamic and driven individual to join our team. As the lead Programs and Budget Officer, the incumbent performs program administration; budget coordination; evaluation and planning; systems development and technology improvements.

General Statement: Under the direction of the Staff Services Manager I, the incumbent serves as lead program administrator for the Foundation.

Duties:

- Program Administration – responsible for management and daily operation of the Foundation's programs; processes applications, conducts meetings with Selection Committee, drafts and monitors contracts; prepares monthly reports; projects/monitors budget expenditures; travels to promote Foundation.
- Budget Coordinator – serves as lead budget coordinator and reviews CalSTAR reports and drafts annual budget, mid-year projections and other budget drills.
- Systems Development – compiles financial and other information for annual audit.
- Lead Program Officer – delegates assignments and advises on various programmatic operational issues.
- Technology Liaison – reviews and monitors Foundation's program database; makes recommendations for modifications; coordinates requests to ISS for changes.
- Other duties include
 - Regulations Development
 - Policy Analysis and Formulation
 - Program Evaluation
 - Reports Preparation

Desirable Qualifications:

- Knowledge of fund development, budgets and finance management.
- Excellent written and oral communication skills.
- Ability to direct, review, and evaluate the work of others.
- Strong prioritization, organizational and time management skills.

Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer or reinstatement eligibility. Only the most qualified individuals will be interviewed. Appointment is subject to SROA/surplus policies.

Interested individuals should submit a resume and a State Examination and/or an Employment Application, STD. 678 to:

OSHPD - Health Professions Education Foundation
Attention: Lupe Alonzo-Diaz (**JOB #08-003**)
400 R Street, Suite 330
Sacramento, CA 95811

For more information contact Judy Melson at (916) 326-3640.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.